

Lesson 5: Entering Orders During the ED Visit

During the ED visit, providers may choose to place additional orders. It is not required to re-open the **ED Provider Note**.

TO PLACE ORDERS FROM ANY AREA OF THE CHART:

- ▶ In the Sunrise toolbar, click the **Order Entry**  button.

Maintaining Orders

Throughout the patient stay, a patient's condition may warrant adjustment of orders, such as discontinuing/canceling orders (for example, stop an order or an order entered in error).

Discontinuing / Canceling Orders

Orders that have already started (a medication order) and are no longer required are discontinued. Orders such as a lab or radiology orders that have already started resulting by the respective ancillary department, cannot be canceled. You must notify the department to cancel the order.

TO DISCONTINUE OR CANCEL AN ORDER:

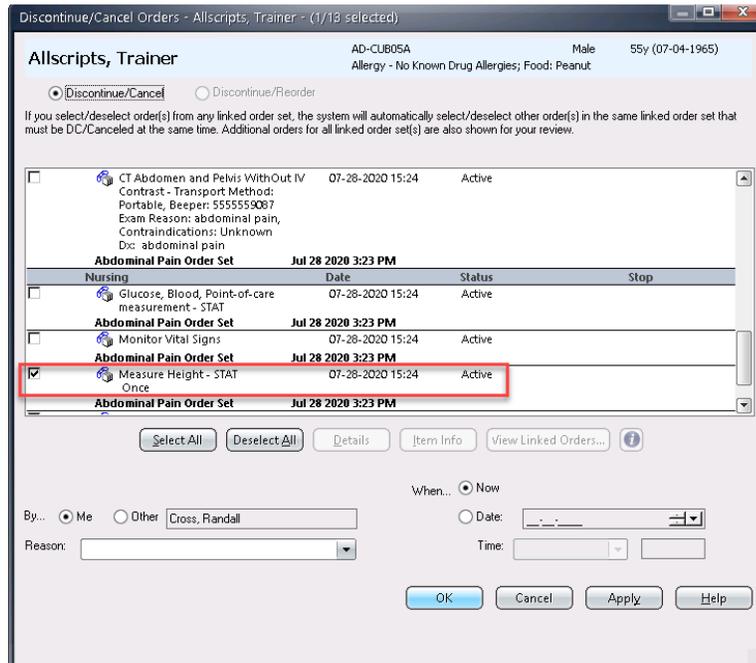
1. On the **Orders** tab, do one of the following:

Right-click on the order and select **Discontinue/Cancel**.

Click the checkbox next to the order, and then click the **Discontinue/Cancel**

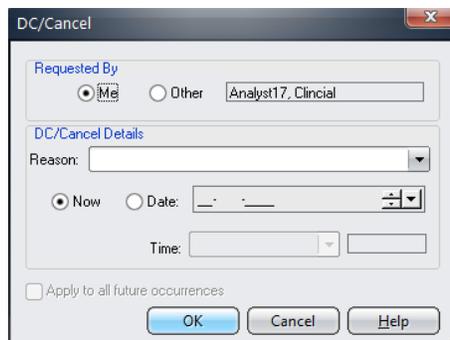
 button on the tab-level toolbar

*If the order was placed from an order set and linked to other orders, the **Discontinue/Cancel Orders** window appears.*



The selected order from the **Orders** tab is pre-selected.

If the order was placed as a single order, the DC/Cancel window appears.



2. In the **Requested By** section, do one of the following:
Me is the default indicating the order is being discontinued/canceled by the current user.
 Select **Other** if the order is being discontinued/canceled on behalf of another provider.
3. In the **DC/Cancel Details** section:
 - a). Select a **Reason** from the drop-down.
 - b). Leave the default of **Now** for the order to be discontinued/canceled immediately or select **Date** to enter a future **Date/Time** for the order to discontinue/cancel.
4. Click **OK**.

Updating a Lab Specimen Status as Collected

When lab orders are ordered as **Physician/Nurse Collect** and specimen will be collected within the unit, the Nurse or Physician must update the status of the order to **Collected**. This will send the interface message to the Laboratory system to indicate the collected status.

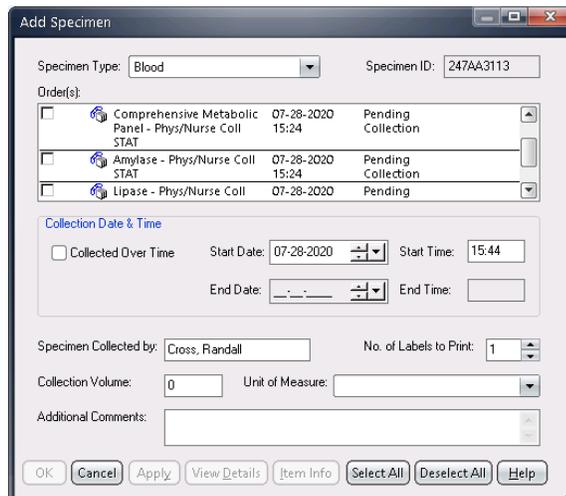
TO STATUS LAB SPECIMEN COLLECTED:

1. On the **Orders** tab, do one of the following:

Right-click on the order, and then select **Add Specimen**.

Click the checkbox next to the order(s), and then click the **Add Specimen**  button on the tab-level toolbar.

The Add Specimen window appears.



Order(s)	Order Name	Date	Status
<input type="checkbox"/>	Comprehensive Metabolic Panel - Phys/Nurse Coll STAT	07-28-2020 15:24	Pending Collection
<input type="checkbox"/>	Amylase - Phys/Nurse Coll STAT	07-28-2020 15:24	Pending Collection
<input type="checkbox"/>	Ulipase - Phys/Nurse Coll	07-28-2020	Pending

2. Ensure the appropriate order item(s) are selected.
3. Complete additional details, if required.
4. Click **OK**.

The order Status updates to Collected.